



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

---

शिमला, बुधवार, 2 अगस्त, 2006 / 11 श्रावण, 1928

---

हिमाचल प्रदेश सरकार

**H. P. STATE CO-OPERATIVE WOOL PROCUREMENT AND  
MARKETING FEDERATION LIMITED**

### NOTIFICATION

*Shimla-171002, the 30th June, 2006*

**AHY-A(4)-6/2005-Part.—**In pursuance of the notification published in the Gazette of Indian Extra ordinary Part-II No. 25 Rajpatra-31, 1927 (SAKA) Right to Information Act, 2005 No. 22 of 2005 dated 15<sup>th</sup> June 2005, the Governor of Himachal Pradesh is pleased to notify the

information in specified under section 4(1) (b) Right to Information Act, 2005 in respect of the H. P. State Cooperative Wool Procurement and Marketing Federation limited as per Annexure-“A” for the information of general public.

By order,  
Sd/-  
*Secretary (Animal Husbandry).*

#### **ANNEXURE "A"**

### **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES OF THE FEDERATION**

#### **(A) Particulars of the organization :**

- (a) Name : The H. P. State Co-operative Wool Procurement & Marketing Federation Ltd.
- (b) Address : Block No. 23 SDA Complex, Kasumpati, Shimla-9.
- (c) Status : State Level APEX Co-operative Society.
- (d) Telephone No : 0177-2622837, 0177-2624158 Fax 0177-2620981
- (e) e-mail address : gmwoolfed@sify.in
- (f) Website : The official website of the Federation is being hoisted shortly. The website will contain the information under RTI act.

#### **(B) Functions and duties of the Federation :**

To carry out activities, for promoting, production, shearing of sheep, procurement of wool, processing, marketing of graded wool/processed wool for economic development of the members.

To carry on the business of purchase, sale, shearing, grading and marketing of graded/semi processed wool/processed wool.

To establish shearing/grading/marketing centres.

To arrange for training of personal in sheep shearing, wool grading and marketing.

To establish research and quality control Laboratories. Initially the wool analysis work will be got done at the Animal Husbandry Department, Wool Analysis Laboratories.

To undertake research and extension work in wool marketing and conduct studies for the purpose of carrying out the aforesaid objectives effectively.

To aid, counsel, assist, finance, protect and promote the interests of the Co-operative Societies formed with the object of promoting or engaged in Sheep Breeding or Shearing or marketing of wool or in the manufacture of woollen goods or market semi-processed wool/processed wool. The Co-operative Societies will be directly affiliated with the apex body i.e. the Federation.

To purchase wool from the members or from other sources, without effecting the interest of the members, pools, grade/process and sell the same.

To carry out any branch or subsidiary business, commonly carried on with the main function of the Federation.

To acquire and deal with any property real or personal, to carry on any trade or business to erect any buildings, and generally to do all type of things; which in the opinion of the Board of Directors of the Federation may be conveniently or profitably usefully acquired and dealt with, carried on or done by the society in connection with the business.

To promote and operate schemes for development of wool industry in the State and for that purpose to operate and get prepared reports, blue-prints, statistics and other information.

With the previous approval of the Registrar, to take and otherwise acquire and hold shares in any other company having objects altogether or in part similar to those of the Federation.

Generally to purchase take on lease or in exchange, hire or otherwise acquire any moveable or immovable property and any rights or privillages which the Federation may think necessary or convenient for the purpose of its business and in particular any land, machinery, plant and stock in trade.

To invest or deposit funds of the Federation not immediately required, in the manner provided in the Act, and the rules or permitted by general or special order of the Registrar Co-operative Societies, H. P.

To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, warrants, debentures and other negotiable or transferable instruments.

To sell, improve, manage, develop, exchange, leave, mortgage, dispose of turn to account, or to otherwise deal with all or any part of the property, assets and rights of the Federation.

To open an account, or accounts with any bank or banks and to draw and endorse cheques and to withdraw money from such accounts, subject to the prior approval of the Registrar, Co-operative Societies.

To create any depreciation fund, reserve fund and or any other special fund, sinking fund, insurance fund, whether for depreciation or for repairing, improving, extending or maintaining any of the property of the Federation or for any other purpose conducive to the interest of the Federation.

Market its commodities and products under its own trade mark/brand name or otherwise.

## **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE FEDERATION**

All the powers are vested in the BOD of the Federation. The BOD has delegated the powers as under to the General Manager. The General Manager has further delegated the powers to other functionary.

The powers and duties of officers of the Federation are as under:—

### **A. POWERS**

#### **POWERS OF THE GENERAL MANAGER**

Sl. No.	Nature of powers	Extent of powers
1	2	3
1.	<b>SALARIES</b> It includes pay and allowances of staff notified by the Govt. from time to time.	Full Powers
2.	<b>WAGES</b> In includes payment to daily wages staff whether wholetime or part time.	Full Powers
3.	<b>TRAVEL EXPENSES</b> It includes all expenses on account of travel on duty by the staff and also includes TA/DA to non official/ Directors/Auditors/Articles & other persons connected with the work of the Federation.	Full Powers
4.	<b>LIVERIES</b> It includes expenditure on liveries.	Full Powers for purchase of livery articles on the rate and pattern approved by the Board/Govt. of H.P.

1	2	3
5.	<b>OFFICE EXPENSES</b>	
(i)	Furniture	Full Powers as per Govt. rules.
(ii)	Postage/Telogram Exp.	Full Powers
(iii)	Purchase of office machinery & equipment (e.g. Photocopier, Fax machine, Typewriter, Computer, Heater, Locks, Clocks etc.)	(1) upto Rs. one lakh at a time subject to fulfilling all codal formalities. (2) Full Powers to Purchase Committee constituted by the Board.
(iv)	Maintenance of office machines including annual maintenance contracts.	Full Powers
(v)	Hot and Cold weather charges	Full Powers
(vi)	Electricity and Water Charges	Full Powers
(vii)	New Telephone/EPABX	Full Powers with prior approval of the Board.
(viii)	Telephone bills	Full Powers subject to the limit prescribed by the Govt. of H.P./Board from time to time.
(ix)	Carriage/colliage/transportation	Full Powers
(x)	Books, Journals, News papers	Full Powers
(xi)	Stationery	Full Powers
(xii)	Payment of demurrage Charges	Full Powers
(xiii)	Printing and Stationery	Full Powers
(xiv)	Insurance premium	Full Powers
(xv)	Bank/Agency/Money orders charges etc.	Full Powers
6.	<b>MEDICAL REIMBURSEMENT</b> It includes payment expenditure on medical expenses.	Full Powers

1

2

3

7.

**RENT, RATE & TAXES**

It includes payment of rent for hired buildings, municipal rates and Taxes etc.

(1) Full Powers of payment of rent of buildings which have been hired by the Federation on the terms and conditions approved by the Board.

(2) Full Powers for payment of rates and taxes.

8.

**ADVERTISING & PUBLICITY**

It includes cost of printing of publicity material, organising putting up stalls giving prizes etc. at exhibitions and fairs.

Full Powers subject to any pattern/rates approved by the Board/Govt./as per scheme.

9.

**HOSPITALITY & ENTERTAINMENT & BUSINESS PROMOTION EXPENSES**

It includes expenditure on hospitality/entertainment/business promotion.

Full Powers to any norms fixed by the Board.

10.

**FURNISHINGS**

It includes expenditure on furnishing of such residential & non-residential buildings as are approved by the Board.

Full Powers to any norms fixed by the Board.

11.

**PROFESSIONAL & SPECIAL SERVICES**

It includes charges for legal services, auditing services, consultancy fee etc.

Full Powers

12

**MOTOR VEHICLES**

It includes expenditure on purchase, repair & running of vehicles fuel charges.

1. Purchase of new vehicle including by way of replacement will be made with prior approval of the Govt. and Board. G.M. will have full powers to sanction expenditure on new vehicle subject to above said condition.  
 2. For repair/spare parts/ accessories/body Fabrications etc. Full Powers.

2

3

**MINOR WORKS**

It includes expenditure on addition/alterations to the existing building of the Federation or temporary partitions in hired premises.

Administrative approval and expenditure sanction upto Rs. one lakh in each case.

**MAINTENANCE**

It includes expenditure on repairs & maintenance of buildings of Federation including wages & materials.

Administrative approval and expenditure sanction upto Rs. one lakh in each case.

**STIPENDS**

It includes expenditure on stipends to the trainees/apprentices.

Full Powers subject to the norms of the scheme.

**HONORARIUM**

It includes disbursements to faculty members, resource persons, trainees, lecturers or other persons.

Full Powers at rates and pattern approved under the scheme/by the Board.

**ADMINISTRATIVE POWERS**

1. Appointment of staff

Full powers, subject to Govt. Rules.

2. Deployment of staff on secondment/deputation. (subject to norms/guidelines of the Govt./Board).

Full powers, subject to norms guidelines of the Govt.

3. Departmental Promotions

Full Powers

4. Powers to take disciplinary action and impose punishments.

Full Powers

**OTHERS**

It includes expenditure on organizing Seminars, Workshop short-term training of beneficiaries, awareness camps, delegate fee for conferences/seminars/ work-shops in India or any other expenditure which can not be classified under any of the above said items of expenditure.

Upto Rs. 50,000/- in each case at a time.

Purchase and sale of wool and on its transportation etc.

Full Powers

Expenditure relating of implementation of various Centrally sponsored schemes/Projects (GOI).

Full Powers subject to the sealing as prescribed in the scheme/Project.

Full Powers

Allied activities like sheep shearing, purchase of animal feed, purchase of machinery in connection with shearing activities.

Full Powers

Expenditure on meetings including BOD meetings/Chairman expenses.

Full Powers

Entertainment Expenditure

Rs. 500/- per month

## POWERS OF THE MANAGER, MARKETING AND PROCUREMENT

Sl. No.	Nature of powers	Extent of powers
1.	Expenditure on Electricity and water charges	As per actual—Full powers
2.	Expenditure on postage and telegrams	Full powers
3.	Expenditure on telephone	Rs. 1500/- bio-monthly including rentals & calls made from P.C.O.'s.
4.	Contingent and other exigencies	Rs. 1000/- P.M.
5.	Expenditure on rent, rates & taxes (Fixation of rent to be got approved from the Headquarter, rates & taxes as per Govt. pattern).	Full powers
6.	Purchase of stationery items	Rs. 1000/- per Annum (Excluding stationery centrally provided by the Headquarter).
7.	Purchase of wool (All type)	Full powers as per plan and rates approved by the Headquarter from time to time.
8.	Purchase of Rabbit Feed	Full powers as per plan and rates approved by Headquarter from time to time.
9.	Expenditure on sheep shearing	Not exceeding Rs. 500/- per month.
10.	<b>Vehicle maintenance</b> (i) Fuel & Maintenance (ii) Taxes & Insurance (iii) Minor repairs	Full powers (as per Govt. norms) Full powers Not exceeding Rs. 750/-per month per vehicle.
11.	Rate & Taxes of vehicle	Full powers
12.	Repair of Plant and machinery	Not exceeding Rs. 1000/- per month.
13.	Advances to Staff (i) TA/DA including fuel advance (ii) Wool Procurement	Full powers as per Govt. rules Full powers in consultation with headquarter.
14.	Casual leave	Full powers (Not exceeding eight days at a time). (He must keep complete account of Casual leave availed by the employees under his control).
15.	Expenditure on Insurance of Rams under specific Project against G.I.A.	Full Powers
16.	Expenditure on TA/DA and remuneration charges i.r.o. Training Camps under specific Projects against G.I.A.	Full Powers

## B. DUTIES

### **General Manager:**

Overall Administration, supervision, control and implementation of the activities of the Federation.

### **Manager, Marketing and Procurement:**

Overall Administration, supervision, control and implementation of the activities of the Federation at field level.

To assist the General Manager in implementation of schemes and programmes of the Federation.

### **Wool Graders:**

Procurement of wool and implementation of schemes at field level.

Sheep shearing and allied activities.

### **Senior Assistant/Junior Assistant:**

Senior Assistants/Jr. Assistants deal with receipts and submit to the higher officer. They are required to compile data, statistics and information and deal matters including Court Cases/Replies of Vidhan Sabha Question so as to present complete cases with all relevant data and also information with past precedents and viable/feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record/registers.

### **Senior Assistant (Accounts):**

Maintenance of accounts of the Federation.

### **Clerks:**

Clerks posted in the Federation perform duties and functions as assigned to them by the General Manager including the diary/dispatch work, maintain casual leave account, type work of the Federation, maintain attendance register, distribute dak after diarizing to dealing assistants in the Federation, to open files and maintain reminder register.

### **Personal Staff:**

The general function of Personal staff to assist the Chairman in his day to day work and carry out such duties officially assigned by him. He has to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in him by maintaining secrecy. He is also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the Chairman in quick decision making through dictation and typing. Further he has to perform the drafts, Attendance to Telephone, Maintenance of Engagement Diary, Control over Vehicle/Driver, Arrangements for tour/pay etc. and also maintenance of records.

### **Peon:**

Handling files between the officer and official. Deliver local official letters to other offices. Perform other duties assigned by the Officer Incharge.

## **PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

(A) The BOD of the Federation is the supreme authority in so far the policy decisions making is concerned. The proposals are mooted by the office on the basis of requirements and placed before the BOD in the form of memorandums. The BOD members discuss the proposals and after considering all pros and cons take decision. The decisions are to be implemented by the General Manager who is the Chief Executive Officer of the Federation with the assistance of the subordinate officers and staff. The action taken on the decisions and the outcome are reported to the BOD in the subsequent meeting.

The routine decisions are taken by the General Manager and other functionaries in accordance with the delegation of powers.

The General Manager and the field officers are responsible and accountable for the implementation of decisions and proper supervision of the work.

(B) As per Government rules and regulations, guidelines under various projects (if any) and directions/policies approved by the BOD.

(C) The purchase committees are constituted where the procurement is of urgent nature or involves material having fluctuating market. Such committees may be at the headquarters level or field level. These committees visit the market, study the rates *viz.-a-viz.* quality of the item to be procured and places order accordingly. While studying the market the committee also collects the offers in the form of quotations in writing.

Normally if the quality meets the standards, the lowest priced items are purchased.

### **NORMS SET BY THE FEDERATION FOR THE DISCHARGE OF ITS FUNCTIONS**

The power delegations are the mile stones for the discharge of functions by the Chief Executive Officer and the other functionaries of the Federation.

### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE FEDERATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

The following Rules and Regulations are used by the Federation employees for discharging their functions:—

1. F.R.S.R.
2. CCS (conduct) Rules.

3. CCS (CCA) Rules.
4. CCA (Leave) Rules.
5. E.P.F. Rules.
6. T.A. Rules.
7. H. P. State Co-operative Act.
8. H. P. State Co-operative Rules.

These books listed above are available in the open market.

#### **Other Rules held by the Federation:**

1. H. P. Wool Federation Bye Laws.
2. H. P. Wool Federation Service Rules.

#### **STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE FEDERATION OR UNDER ITS CONTROL**

The Statement of various categories of documents applicable in functioning of the Federation and lying under its control are as follow:—

#### **ACCOUNTS**

1. Cash Book.
2. General Ledger.
3. Individual Ledger.
4. Receipt Book.
5. Cheque Book.
6. Pay Bill Register.
7. Store Stock Register.
8. Audit Report.
9. Balance Sheet.

#### **ESTABLISHMENT**

1. Diary Dispatch Register.
2. Casual Leave Account Register.
3. Attendance Register.
4. Service Book of staff.

#### **MISCELLANEOUS**

1. Files opening Register.
2. Log books of vehicles.
3. Reply to Assembly & Parliamentary question file.

The above documents/manual are readily available with the H. P. Wool Federation Ltd. office at Shimla.

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION  
WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION  
TO THE FORMULATION OF FEDERATION POLICY OR IMPLEMENTATION  
THEREOF**

The BOD of the Federation has public representatives. The General House of the Federation is also having 19 public members.

The official website of the Federation is being hoisted shortly. The website will contain the information under RTI act and also act as an information tool for the general public.

The representations received from the public representatives are also considered in accordance with rules and regulations.

**STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES  
CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS A PART OF THE  
FEDERATION OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER  
MEETING OF THOSE BOARDS ARE OPEN TO THE PUBLIC, OR THE MINUTES OF  
SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

**BOARD OF DIRECTORS OF THE FEDERATION**

**Non-Official Memebrs**

1. Sh. Ram Charan Rana, Chairman
2. Smt. Sandhya Devi
3. Sh. Amit Pakhretia
4. Dr. Rajiv Phull
5. Sh. Shubash Nehria
6. Sh. Beli Ram
7. Sh. Prithvi Singh Negi.

**Official Memebrs**

8. The Director, Financial Institution,  
Govt. of Himachal Pradesh, Shimla-2.
9. The Registrar, Co-operative Societies,  
Himachal Pradesh, Shimla-9.
10. The Director, Animal Husbandry,  
Himachal Pradesh, Shimla-5.
11. General Manager, H. P. Wool Fed.,  
Member-Secretary.

The proceedings of the meeting of the BOD are not open to the public.

**DIRECTORY OF OFFICERS AND EMPLOYEES OF THE FEDERATION**

<b>Sl. No.</b>	<b>Name</b>	<b>Place of Posting</b>	<b>Designation</b>
1.	Sh. Vijay Thakur	Head Office, Shimla	General Manager
2.	Sh. Deepak Saini	WGMC, Palampur	Manager (M&P)
3.	Sh. Devinder Saraswati	Head Office, Shimla (On Secondment)	Private Secretary
4.	Sh. P. K. Bansal	Head Office, Shimla (On Secondment)	Sr. Assistant (Acctt.)
5.	Sh. N. K. Gupta	Head Office, Shimla (On Secondment)	Sr. Assistant (Esstt.)
6.	Sh. Kali Ram	Head Office, Shimla	Jr. Assistant
7.	Miss Anju Bala	Head Office, Shimla	Jr. Assistant
8.	Sh. Puran Chand	WGMC, Palampur	Wool Grader
9.	Sh. Gian Chand	WGMC, Palampur	Wool Grader
10.	Sh. Honsru Ram	WGMC, Palampur	Wool Grader
11.	Sh. Chet Ram	WGMC, Palampur	Wool Grader
12.	Sh. Amar Singh	Head Office, Shimla	Wool Grader
13.	Sh. Shayam Lal	WGMC, Palampur	Driver
14.	Sh. Ghanshayam	Head Office, Shimla	Driver
15.	Sh. Ail Chand	Head Office, Shimla	Driver
16.	Sh. Amar Singh	Head Office, Shimla	Peon
17.	Sh. Kahan Singh	WGMC, Palampur	Peon
18.	Smt. Rekha Devi	Head Office, Shimla	Peon
19.	Sh. Dilwar Singh	On Secondment, Fisheries Deptt.	Wool Grader
20.	Sh. Manjeet Singh	On Secondment, Fisheries Deptt.	Wool Grader
21.	Sh. Vijay Kumar	On Secondment, Fisheries Deptt.	Wool Grader
22.	Sh. Pradeep Kumar	On Secondment, Fisheries Deptt.	Wool Grader
23.	Sh. Pritam Chand	On Secondment, Fisheries Deptt.	Wool Grader
24.	Sh. Chain Singh	On Secondment, Fisheries Deptt.	Peon
25.	Sh. Rumal Chand	On Secondment, Fisheries Deptt.	Chowkidar

**e-mail address :** gmwoolfed@sify.in

**Website** : The official website of the Federation is being hoisted shortly. The website will contain the information under RTI act.

**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

The Federation is following Government Rules for pay and allowances to its employees. The details are hereunder:—

<i>Sl. No.</i>	<i>Name of the Post</i>	<i>Pay Scale</i>
1.	General Manager	9200–13900
2.	Manager, Marketing and Procurement	7220–11660
3.	Private Secretary	7220–11660
4.	Sr. Assistant (Accounts)	5800–9200
5.	Sr. Assistant (Establishment)	5800–9200
6.	Jr. Assistant/Clerk	4400–7000
7.	Wool Grader	4400–7000
8.	Driver	3330–6200
9.	Peon	2520–4140
10.	Chowkidar	2520–4140

**BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS**

No such procedure exists.

**MANNERS OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

The Federation has no scheme for the disbursement of subsidy.

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE FEDERATION**

**Website :** The official website of the Federation is being hoisted shortly. The website will contain the information under RTI act.

## **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

There is no such information available or held by the Federation in an Electronic form.

**Website :** The official website of the Federation is being hoisted shortly. The website will contain the information under RTI act.

## **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC**

The provision/facility of library or reading room for obtaining information for the public is not available in the Federation.

## **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

### **Details of Proposed PIO, APIOs and Appellate Authority:**

Designation	Complete office Address	Office Tel. No.	Jurisdiction/unit under his control for which he will render information to applicants
<b>Public Information Officer</b>			
General Manager, Woolfed	H. P. Woolfed. Ltd., Block No. 23, SDA Complex, Kasumpati, Shimla-9.	2622837	Entire State of H.P.
<b>Assistant Public Information Officer</b>			
Manager (M&P), Palampur	Wool Grading-cum-Marketing Centre, Palampur at Banuri, Distt. Kangra.	231208	Distt. Kangra, Chamba, Kullu, Mandi, Hamirpur, Lahaul & Spiti.
Sr. Assistant (Accounts), Shimla.	H. P. Woolfed. Ltd., Block No. 23, SDA Complex, Kasumpati, Shimla-9.	2622837	Distt. Shimla, Kinnaur, Shimla, Solan, Bilaspur & Una.
<b>Appellate Authority</b>			
Director, Animal Husbandry	Directorate of Animal Husbandry, Shimla-5.	2830089	Entire State of H. P.

## **GENERAL INFORMATION OF THE FEDERATION**

The Federation is also executing the short term schemes/programmes being sponsored by the Government of India from time to time.

---

नियन्त्रक, मुद्रण तथा लेखन सामग्री, हिमाचल प्रदेश, शिमला-५ द्वारा मुद्रित तथा प्रकाशित